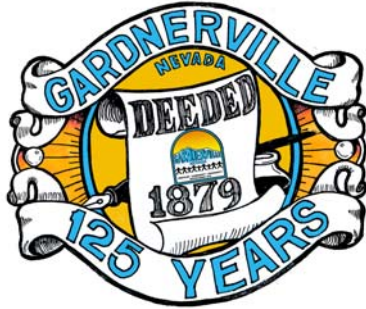

2003 Year-End Report



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2003 Gardnerville Town Board
Jerry Smith, Chairman
Paul Lindsay, Vice-Chairman
Tom Cook
Mike Philips
Randy Slater

Town Manager's Message

What an awesome and exciting year 2003 was Gardnerville. Major milestones within the downtown development area were met with the installation of conduit along both sides of US 395 (Main Street) for decorative street lighting, the completion of Heritage Park, and the construction of an additional community entrance sign at the south Town limits were just a few projects in progress or completed by year's end.

2003 brought a myriad of public-private partnerships most of which assisted in the completion of Heritage Park. Hundreds of labor hours were invested by numerous groups designing the Pavilion structure, planting trees and lawns, coordinating Concerts in the Park, and just plain having fun working together.

As we head towards 2004 and the celebration of 125 years as a proud Nevada community, the sense of Heritage, Community, and Prosperity could not be stronger. Together as residents, businesses, and government we enjoy Today, embrace our Past, and prepare for the future.

James E. (Jim) Park, Jr., C.P.M., CPO, MBA

Gardnerville Town Manager

Town Administration

- Staff continues to update the Town Operations Manual. The Town Board reviewed and adopted policies for street closures and use of park facilities.
 - 56% of staff enrolled in continuing professional education programs again this year-a 13% increase from 2002.
 - Town Manager completed the Certified Public Official Program through the University of Nevada.
 - Town Boards of Gardnerville and Minden continued to met jointly, and staff from both agencies worked collectively on many issues.
 - Board Member Tom Cook re-elected as 3rd Vice President of the Nevada League of Cities at the NLC/NACO conference in Elko.
 - The Town Maintenance Management software package database was updated to reflect new infrastructure brought online in 2003.
 - The Gardnerville Branch Jail was nominated and accepted for placement in both the State and National Registers of Historic Places.
 - The Gardnerville Branch Jail and the adjoining parcel of real property at the Town Maintenance Facility were deeded to the Town by Douglas County,
 - Presentations made by Town staff to numerous civic groups and government agencies on Town projects.
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- Computer based staff training program continued in addition to the regular training program.
- Town received three grant awards from the United States Forest Service and one grant from the State Division of Forestry.
- Information Technology upgrades completed to the Town computer system allowing for a dramatic increase in productivity through increased connectivity speeds tot the Douglas County mainframe and internet.
- The 125th Birthday Advisory Committee was formed to begin planning the community's birthday in 2004.
- Major milestones were achieved in historic preservation of Town documents, many of which were reproduced and now on display within the Town Hall facility.
- A comprehensive records management review was initiated and preliminary action plan put into place for archival on both microfiche and CD-ROM of Town Board meeting agendas and minutes from 1959 to the present.

Public Works-Road Division

- 8 new street sections totaling 104,160 square feet were constructed and accepted by the Town for maintenance.
- The first phase of the Main Street Lighting project was completed by the Nevada Department of Transportation. Conduit was installed on both sides of the roadway between Mill and Mission Streets so existing electrical lines can be removed and decorative poles installed in 2004.
- The sign replacement program was substantially completed.
- Sidewalks constructed on both sides of Toiyabe between Waterloo and Lampe for pedestrian safety.
- Centertown between US 395 and Douglas Avenue was completely reconstructed.
- Additional outside storage area was constructed at the Town Maintenance Facility.
- Major asphalt patching performed on 3 street sections.
- In-house crack sealing program continued. The crack sealing program was updated and revised for year 2003 implementation.
- Almost 550,000 square feet of asphalt was surface sealed.
- Pothole-patching program continued with an additional 7 street sections repaired.
- Right-of-way weed control program continued.
- Street sweeping frequencies continued with regular monthly sweeping and bi-weekly fall sweeping.

Public Works-Storm Water Division

- Major cleaning of storm drain branches conducted by contract forces.
- Staff continued to work on the comprehensive storm water modeling and management program.
- Staff continued to update the Town Maintenance Management software with Zone 5 storm drain infrastructure convention.

Parks and Recreation

- Gardnerville became the first unincorporated Town in the State of Nevada to be recognized as a "Tree City, U.S.A.", and a major Arbor Day Celebration held so the Board could receive the prestigious award on behalf of the community.
- Gardnerville received the International Society of Arboriculture "Gold Leaf Award" for Outstanding Arbor Day Activities.
- Heritage Park Phase III improvements completed adding additional open space and picnicking areas to the facility. Sod was laid through a partnership with the ELFUN Team and funded through a grant.
- Heritage Park Pavilion was substantially completed with literally dozens of local businesses and individuals donating time, materials, or dollars. Installation of cosmetic stonework with memorial bricks will occur in early 2004.
- The ELFUN Team donated and planted 20 trees worth \$4000 in Heritage Park.
- A Boy Scout Eagle service project planted 15 trees in Serenity Park and 75 5-gallon shrubs
- Two benches and an additional \$500 donation for plant material given by the Soroptimist Club of Carson Valley.
- The Gardnerville Business Association donated two picnic tables to Heritage Park.
- The Arbor Gardens Linear Park was substantially completed and prepared for dedication to the Town in early 2004.

Health and Sanitation

- A retired trash collection vehicle was transferred to White Pine County in support of local governments.
- Green Waste diverted from landfill to composting increased 40% over the past year.

Respectfully submitted,

James E. (Jim) Park, Jr., C.P.M., CPO, MBA

Gardnerville Town Manager